



Equity, Diversity and Inclusion Facilitator

Reports to: Chief Human Resource Officer

FLSA Classification: Exempt

Last date reviewed: 7/29/2020

Position Summary:

The Equity, Diversity and Inclusion Advocate will identify, develop, model and promote a culture of diversity and inclusion through knowledge of human rights legislation to drive impact in engagement, professional development, anti-racism, diversity and inclusion at the Board of Child Care for Talent at all levels. This position serves as a member of the senior leadership team.

Essential Functions:

Equity, Diversity and Inclusion:

- Model and act in accordance with BCC's core values.
- Lead and participate as an active member of the EDI committee.
- Build and implement an integrated organizational diversity strategy around learning and development of EDI (Equity, Diversity and Inclusion), retention, engagement and culture.
- Implement and integrate EDI initiatives in partnership with ELT, SLT and the EDI committee.
- Meet monthly with the President and CEO to discuss initiatives.
- Ensure physical environments create an inclusive and affirming atmosphere for clients, talent, volunteers, visitors and guests.
- Engage client and family voice to identify and promote program enhancements that meet the diverse needs of the communities served by BCC.
- Actively participate in initiatives that promote community outreach, education and collaborative engagement around issues that disproportionately impact marginalized and oppressed populations across the communities served by BCC.
- Remain current and up to date on EDI research and best practices, recommending adaptations to service delivery across BCC programs in alignment with learning.
- Develop recommendations to ensure a healthy and collaborative work environment that encourages and supports engagement, development, diversity and leadership.
- Organize trainings to boost employee's communication and education around EDI (Equity, Diversity and Inclusion).
- Recommend policy and procedure changes that reinforce diversity in the workplace.
- Recommend communication for our website, social media pages and internal documents to promote diversity and inclusion.

- Manage appropriate metrics to measure, forecast, analyze and report progress pertaining to diversity activities and metrics.
- Act as a consultant to Talent members and make sure all voices are heard.
- Ensure compliance with state or country regulations on diversity and equity.
- Address all claims of grievance and harassment.

Leadership:

- Member of the Senior Leadership Team (SLT)
- Work closely with the senior leaders to promote EDI initiatives as it drives BCC's mission and core values of the agency through actions and leadership.
- Demonstrate and practice trauma informed care and trauma responsiveness approach to promote agency engagement.

Training:

- Assists the Professional Curriculum Training Manager in implementing EDI training plan for the agency.

Talent Engagement and Wellness:

- In collaboration with the CHRO, departmental supervisors, and coordinators to maintain talent retention and provide support in guiding talent Career Development Plans.
- Provide talent with regular engagement opportunities that challenge them to step out of their comfort zones and exposes them to learning in anti-racist, LGBTQ+, disability advocacy and other related arenas via various delivery methods including but not limited to educational seminars, online content and discussion forums.
- Lead meaningful talent engagement events and activities as it pertains to monthly celebrations; EDI, wellness initiatives, and spiritual enrichment.
- Responsible for the oversight of the Talent Engagement activities and collaborating with the hub designee to ensure celebrations occur at each agency hub.
- Contribute to a trauma responsive culture with engagement activities and/or planning to include team alignment, diversity and inclusion efforts through the 5 guiding principles of safety, choice, collaboration, trustworthiness and empowerment.
- Research and develop strategies to respond to vicarious traumas with protective factors to include; resilience, training, recognition, risk identification, and mitigation.
- Partner with Medical Provider to bring wellness initiatives forward.

Spiritual Life:

- Organizes and conducts 40 days of gratitude.
- Organizes and conducts centering moments at different events.
- Sends out spiritual inspirational quotes on a regular basis.
- Provides content for spiritual and engagement activities on Facebook.
- Be a part of the cultural competency committee.
- Touch base with those that are injured to offer spiritual healing of vicarious trauma.
- Offering times of devotion at the chapel.

Competencies:

- Accurate Listening
- Attention to Detail
- Attitude towards Honesty
- Balanced Decision Making
- Following Directions
- Implementation expertise
- Frequent Interaction with Others
- Handling Stress
- Meeting Standards
- Organized Workplace
- Personal Accountability

Supervisory Responsibility:

N/A

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

In the nature of being at a residential and school living environment there may be times you experience conditions in which challenging behavior can be exhibited from our youth to include but not limited to, physical agitation, physical violence and/or emotion outburst.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires flexible work hours to include occasional evenings. Eligible for flex schedule. Nonessential during inclement weather.

Travel

Travel is primarily local during the business day, although some on site and off-site attendance at meetings may be expected.

Required Education and Experience

- A bachelor’s degree and three years of experience in diversity, equity and inclusion, HR, Business, I/O Psychology or related field.
- Experience designing, implementing, and evaluating Diversity, Equity and Inclusion programs.

- Knowledge of Human Rights Legislation such as 1964 Civil Rights Act, the 1991 Civil Rights Act, The Americans with Disabilities Act, Title IX of the Education Amendments of 1992, Affirmative Action, Equal Employment Opportunity, and other applicable laws.

Preferred Education and Experience

- Diversity, Equity and Inclusion, Change Management, or Project Management Certifications
- Master's Degree in related field from an accredited college or university
- Experience working in a similar setting
- Experience with mentoring staff
- Lived experience in racial equality
- Training experience

Additional Eligibility Qualifications

- Ability to think critically; strong analytical skills, problem solving abilities and attention to detail.
- Ability to adapt to changing business activities and departmental initiatives.
- Knowledge of training, conflict resolution, and cross-cultural communication.
- Ability to communicate in a clear, concise manner both written and orally.
- Must be computer literate with competence in word processing and other software utilized by agency.
- Ability to interact with public, staff and clients in a professional and responsive manner.
- TCI (must be an instructor)
- CPR/First Aid (must be an instructor)
- Valid Driver's License
- CPS
- TB
- Physical
- Federal and State Fingerprinting Background Checks
- Drug screening (Pre-Employment and Random)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____